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Statement of Work For General Materials or Services

Title: Support to HAMMER Training & Technology and Logistics Organizations

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Signature Page Only

APPROVALS	PRINT NAME	SIGNATURE
BTR*	Debbie Mensinger	

* Approval for Technical Content

Based on the Hazardous Review and Identification Checklist to identify Subject Matter Experts (SMEs), the following approvals are applicable to this Statement of Work. (Note: hard copy signatures are made PDF and files in the notes panel of the Asset Suite requisition).

<i>Signature Required</i>	<i>No Signature Required</i>	<i>ORGANIZATION</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
	X	End-User / Requestor		
	X	End User / Requesting Manager (Project of Functional Director)		
	X	Environmental*		
	X	Radiation Protection		
	X	Industrial Safety and Health		
	X	Fire Protection		
	X	Chemical Management		
	X	Emergency Preparedness		
X		Quality Assurance Engineer	Must be approved In Asset Suite	Must be approved In Asset Suite
X		Engineering/Design Authority	Must be approved In Asset Suite	Must be approved in Asset Suite



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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA), in support of its prime contract with the U.S. Department of Energy (DOE), Richland Operations Office (RL), and HAMMER Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. Department of Energy training facility specializing in hands-on training for the Hanford Site and supporting training to other Federal agencies as well as the nation's Homeland Security mission.

HAMMER provides world class performance-based training to DOE Hanford Contractors and their subcontractors, Federal and military organizations, and other regional and government agencies and stakeholders. The Mission Support Contract requires that HAMMER assume a more direct role in providing Hanford Site training support and expand non-Hanford related training programs.

The Volpentest HAMMER Federal Training Center (HAMMER) has had multiple staff members retire or move on to other opportunities in recent months who have not been replaced. The work scope has not reduced and in many cases has increased due to pandemic control adjustments to courses. HAMMER is in need of a training specialist to absorb much of that workload. In addition, the HAMMER Logistics group needs periodic assistance to support the training function performed at HAMMER.

2.0 OBJECTIVE

Provide full-time support to the HAMMER Training & Technology organization and HAMMER Logistics group.

3.0 DESCRIPTION OF WORK – SPECIFIC

Provide support to the HAMMER Training & Technology organization. Assist in the development of training materials, which includes editing, developing, and peer reviews. These training materials include lesson plans, presentations, analysis documentation, student handouts, evaluation tools, student guides, etc.

The Subcontractor employee shall plan, analyze, design, develop, implement and evaluate training materials. The Subcontractor employee shall be expected to perform specific design and development tasks including: analysis to identify desired learning outcomes; developing objectives; creating hands-on exercises utilizing technical course content; writing lesson plans and test questions; specifying media; and conducting pilot sessions and training of instructors. It is important that the Subcontractor employee has the ability to conceptualize and design interactive activities for courses as well as having excellent collaboration skills. The Subcontractor employee shall be required to transform complex,



Mission Support Alliance

technical topics and materials into engaging and effective courses that touch multiple learning modalities. The Subcontractor employee shall conduct peer reviews, aid in the writing of procedural content, and upload materials into database.

The Subcontractor employee shall provide support to the HAMMER Logistics group to update and organize training program files. This support shall include packing of daily materials that the instructors will need to teach the scheduled training courses, processing of daily training course completion rosters, and provision of other general support activities as requested.

4.0 REQUIREMENTS

4.1 General

Will work be performed on site: **Yes.**

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.2 Engineering Requirements

Engineering requirements applicable: **No.**

4.3 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work, the Subcontractor personnel shall have read the *MSA General Hazard Analysis (GHA) Procedure*.

Prior to start of work, the Subcontractor personnel shall have read the verbiage in Section 9.0 of this statement of work. A Subcontractor point of contact shall contact the HAMMER individual identified by the BTR to notify him/her that all Subcontractor personnel who will be performing work under this SOW have read the verbiage in Section 9.0 of this statement of work and understand the procedural guidance. **A copy of the HAMMER COVID-19 Controls Standard will be provided to the Subcontractor after contract award.**



Mission Support Alliance

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **No.**

4.4 Quality Assurance (QA) Requirements

Are quality assurance requirement applicable to this scope of work: **No.**

The work activities for this Statement of work has been designated as a **Quality Level G: Q Level 0 – General Service.**

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to reference requirements defined in the SOW.

4.5 Government Property

Government property **is not** required to be used by the Subcontractor for this effort.



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5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Training

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

The following types of training qualification(s) are required:

- Hanford General Employee Training (HGET) and MSA General Employee Training (MGET) are required.

Qualifications

The Subcontractor must meet the following required qualifications:

Required Qualifications:

- Bachelor's degree in General Studies, Business, or English with a focus on rhetoric and professional writing - or an equivalent combination of education and experience
- Knowledgeable of current and emerging instructional technologies and design
- Demonstrated competency to communicate technical topics and terms effectively to the end-user.
- Have a thorough understanding of a systematic approach to training such as the Analysis, Design, Development, Implementation and Evaluation (ADDIE) process
- Technical writing and editing skills
- Works well in a team environment and has excellent collaboration skills, with the ability to work well with a diverse population
- Excellent verbal and written communication with both technical and narrative writing skills
- Ability to transform complex, technical topics and materials into engaging and effective training that touches multiple learning modalities



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Desired Qualifications:

- Master's Degree in instructional design or education
- Hanford experience
- Ability to work on multiple projects simultaneously. Experience in managing and coordinating projects.
- Produces quality products
- Working knowledge of Microsoft Office Word, PowerPoint, and Excel
- Working knowledge of VISION software
- Strong proofing and editing skills

The Subcontractor shall provide resumes and other pertinent documentation substantiating the training and qualifications for any potential candidate(s). After the technical evaluation is completed on any proposals submitted, if necessary, candidates may be scheduled for an interview with HAMMER Training staff.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

A Hanford Site badge is not required for work conducted on the HAMMER campus. However, the Subcontractor needs to get the Subcontractor instructor a badge to enable the Subcontractor instructor to obtain an HLAN account and in case the work is performed elsewhere on the Hanford Site. A minimum of two (2) working days' advance notice is needed for site badging.

The scope of work **will not** require access authorization (security clearance).

5.3 Work Location / Potential Access Requirements

The primary location where this work scope shall be completed is the HAMMER Facility. The work to be completed at the HAMMER Facility will be performed in an office environment/conference/class room/training props.



Mission Support Alliance

If Subcontractor employee is asked to perform this work scope at a satellite location out on the Hanford Site, the HAMMER individual identified by the BTR will ensure that the assigned subcontractor employee has successfully completed the necessary training to perform work out at the satellite location(s) on the Hanford Site, prior to performing the work under this contract.

No special access requirements or hazardous conditions exist at the HAMMER facility. Any special requirements for the HAMMER facility are to be coordinated with HAMMER individual identified by the BTR.

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consists of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required.

Work performed outside normal operating hours shall be coordinated and/or approved through the HAMMER individual identified by the BTR prior to performing the work.

The HAMMER Facility is open from 5:30am to 5:30pm, Monday through Thursday. As deemed necessary, HAMMER is open non-standard hours (including Fridays) to support Hanford Site Training needs. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR) or the HAMMER individual identified by the BTR.

Subcontractor shall attend training review meetings at the HAMMER facility when requested.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Deliverables are not required to be furnished by the Subcontractor.

7.2 Schedule



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8.0 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

9.0 ADDITIONAL REQUIREMENTS

Activity	Hazard	Control
Work during a declared epidemic/pandemic	A declared epidemic/pandemic, spread of infection	Discuss work limitations with your manager.
		If work is authorized to continue: All employees are required to monitor their health. Each day prior to leaving for work, employees shall ask themselves if they have any of the following COVID-19 related symptoms that cannot be attributed to another health condition. Symptoms of COVID-19 include the following: <ul style="list-style-type: none">• A temperature of 100.4 ° F or greater• Cough• Shortness of Breath• Fatigue• Muscle Aches• New loss of taste or smell• Sore throat• Chills• Congestion or runny nose• Nausea• Diarrhea



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Activity	Hazard	Control
		<p>NOTE: <i>This list may not include all possible symptoms. CDC may update the list of symptoms as more is learned about COVID-19.</i></p> <p>If you have answered YES to any of these symptoms, inform your supervisor, do not report to work and contact your personal physician.</p> <p>If you are unable to check your temperature prior to leaving for work, inform your supervisor upon arrival.</p> <p>Perform periodic wellness checks of employees</p> <ul style="list-style-type: none"> • If you become ill while at work, notify your manager. • Utilize Telecommuting when possible. • Limit face-to-face meetings. • Maintain social distancing guidelines of six feet. • Wear face coverings at all times. Exceptions include: <ul style="list-style-type: none"> ○ Eating and Drinking ○ Smoking ○ Underlying Health Conditions (as accommodated by HR) ○ When other respiratory protection is required ○ Transition work activities (e.g. donning and doffing area) ○ Working alone (e.g. in an office or cubicle, vehicle, fabrication tent, in remote locations)



Mission Support Alliance

Activity	Hazard	Control
		<p>NOTES:</p> <ul style="list-style-type: none"> • <i>Cloth face coverings are available to employees. Face coverings are laundered and maintained by the employee unless the face covering is designed to be disposable.</i> • <i>Face coverings must cover the mouth and nose and be appropriate for the work environment.</i> • <i>Employees should ensure that their entire face is visible when entering the Site through secured barricades or if requested by Hanford patrol or law enforcement.</i> • <i>A face shield can be worn as an alternative to a face covering. The primary conditions in which a face shield can be worn by an employee are:</i> <ol style="list-style-type: none"> <i>1. If face covering interferes with vision, glasses, or eye protection.</i> <i>2. If straps, strings, or other parts of the covering could get caught in equipment.</i> <i>3. If other work hazards associated with wearing the covering are identified and cannot be addressed without removal of the face covering.</i> <i>4. Can be worn as an alternative to accommodate a medical work restriction. If used, a face shield shall cover the entire front and sides of the face and extend below the chin.</i> • Consider engineering controls such as temporary barriers to provide separation between workers when social distancing is not possible to perform the work activity. • Limit crew size to minimize personnel density. • Frequently wash hands using soap and water for at least 20 seconds. • Alcohol-based rubs containing at least 60% alcohol may also be used. • Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application, contact time, PPE, etc.).



Mission Support Alliance

Activity	Hazard	Control
		<ul style="list-style-type: none">• Minimize the use of ride sharing.<ul style="list-style-type: none">○ If ride sharing must be used, maintain maximum distance between occupants and avoid using the recirculated air option for the car's ventilation during transit; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.○ Wipe down "high touch" vehicle surfaces frequently using approved disinfectant.○ Periodically wipe down or clean commonly touched surfaces to minimize risk of transference.○ Plan large scopes of work into smaller discrete activities to minimize number of personnel.○ Analyze location of pre-job and adjust to & account for social distancing.○ Perform fieldwork to limit proximity to other work were practical.○ Configure work locations, office spaces, conference rooms and lunch/break rooms to implement social distancing.○ Stagger lunch periods to maintain social distancing.○ Adjust work shifts to minimize personnel density.
Administrative Action <p>Actively monitor, federal, state, and local health agencies, and take the most feasible and practical approach for each situation.</p>		